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Response to Request for Amended 12 Day Pre-Primary Report (01/01/12 - 3/14/12)

The Bartlett for Congress Committee has demonstrated that best efforts have been made to obtain, maintain and report the necessary information required by law with respect to itemized receipts and disbursements. To comply with Federal law, the Committee has used best efforts to obtain, maintain and submit, the name, mailing address, occupation and name of employer of individuals whose contributions exceeded \$200 in an election cycle. The information that we strive to obtain is the identification of the individual which includes the full name, mailing address, occupation and name of employer. We perform the following steps in order to fulfill our best efforts:

- 1.Solicitation Materials - Our original solicitation provides each contributor with a clear and conspicuous request for the contributor information. This request also includes a disclaimer which informs the contributor of the requirements of federal law for reporting such information. A pre-addressed return envelope is provided at this time.
- 2.Check Records - We check our records to see if the contributor has previously donated and that we have their information on record.
- 3.Follow-up by Telephone - We also perform follow-up requests by calling the contributor within 30 days of receiving the contribution to inquire for the missing contributor information.
- 4.Follow-up by Mail - If we are unable to reach the contributor by telephone, we will perform an additional follow-up procedure by sending a letter by mail clearly requesting the missing information without soliciting a contribution.
- 5.Document - We clearly document these requests in written records/electronic files.

An amended report is also being filed to address additional items in the request
